MINUTES

Members
Dr N Poole  
Chair
Dr D Tobin  
Defims
Dr M Jennings  
Development Studies
Dr G Dyer**  
Economics
Mr P Kohler  
The School of Law
Dr R Bajpai  
Politics
Mr N Page*  
Head of Registry
Mr C Kavanagh-Brown  
UG student rep
Mr P Diston*  
PGT student rep

In Attendance
Ms B Spina  
Assistant Director (Teaching and Research Support)
Dr M Bentham  
Director of Academic Development Directorate
Dr Rao Rahul  
Centre for International Diplomacy
Ms W Muoria-Sal  
Committee Secretary

* = apologies received  
** = absent

1. Minutes:
1.1 The minutes of the last meeting held 5th May, 2011 were APPROVED.

2. Matters Arising:
2.1 There were none.

3. Terms of Reference:
3.1 The terms of reference for the Faculty Learning and Teaching Committee were noted.

4. Chair’s Action taken over the summer:
4.1 FLTC noted the list of items approved by Chair’s Action in the summer. It was noted that the items listed were available to view on BLE.

5. Programme Proposal Renewal: (Appendix D Part 1 and Appendix E Part 2)
5.1 The renewal of the Postgraduate Diploma in Law and Community Leadership was considered by FLTC. Mr Sham Qayyum, one of the programme convenors reported that the programme had been offered funding for another year and would be starting in January 2012 to June 2012 and funded as per last year, by the London Borough of Tower Hamlets and managed by Centre for Ethnic Minority Studies (CEMS).

5.1.2 It was noted that although the duration of the programme was shorter Mr Qayyum reported that the contact hours had increased within this time.

5.1.3 Mr Sham Qayyum, one of the programme convenors reported that the programme last year was a total success. There were 31 students with 90% attendance. FLTC noted that there were plans to take this programme to other boroughs. He reported
that this year the students would be receiving awards of pass/merit and distinction rather than just pass.

5.2 **Annual Programme Review: (Appendix F)**

5.2.1 The annual programme review was considered and the feedback from students was commendable. ADLT suggested that it would be good to use some of the student feedback for marketing purposes.

5.3 **Course Proposals: (Appendices G, H I)**

5.3.1 FLTC noted that the same three courses taught last year would be taught again. It was also noted that there were no changes to the courses except the addition of the word ‘Law’ to the titles of all three courses.

5.3.2 Law and Community Leadership, Best Practice 2011/12
5.3.3 Law and Community Leadership, Personal Development 2011/12
5.3.4 Law Community Leadership, Professional Development 2011/12

5.4 **Action:**

5.4.1 Subject to the recommendations made below, FLTC were happy to recommend approval to Faculty Board and Joint Faculty Programme Proposal Panel.

- it was recommended that the word length should be changed from 5,000 to 4,500 and the book review to be raised from 1,000 to 1,500.
- Dates should be written generically eg last day of term one.
- It was noted that there was no criteria for presentations and that this was being reviewed school-wide.

5.5 ADLT welcomed and commended the Community Leadership Diploma programme and congratulated the programme convenors Prof Werner Menski, Mr Sham Qayyum and Mr Tony Doherty for the work put in to develop the programme - and hoped that it would continue to be successful.

6. **Proposal for a revision of the SOAS Language Entitlement: (Appendix K)**

6.1 FLTC considered paper from the ADLT for Languages and Cultures with regards to promoting language entitlement programme from 2012. The LSS FLTC members felt that this was a good proposal but had concerns over possible timetable clashes.

6.1.1 The student rep. felt that it was a good opportunity for the students to have a non-accredited language unit on their transcripts. Further discussion continued with regards to credit/non credit bearing. Credit bearing ran the risk of students failing the language course and non-credit bearing ran the risk of students side-lining the course and dropping out early if they found it difficult.

6.1.2 The ADLT read out The Head of Registrar’s comments on taking an extra fifth unit, as it would prove excessive work in addition to the credited four units. A fifth unit was deemed to be not possible.

7. **Introductory Level Language in the Final Year: (Appendix L)**

7.1 FLTC considered paper written by ADLT in response to the increasing requests from students to take first year language in their final year and the School regulations which allows this. Language is a distinctive feature of SOAS and the entitlement should be upheld. The members were urged to consider the argument where students degrees can either be skewed upwards or put in danger.

7.2 **Action:** ADLT recommended that both papers (appendices K and L) be considered at Departments.

7.2.1 Also Departments recommended to consider reviewing the School regulation which permitted final year students to take first year language. It was noted that Law and Economics Departments did not want to permit final year students to take first year
language in their final year. Development Studies, Financial and Management Studies had also endorsed this view.

7.2.2 Student rep. requested to take papers back to Student Union for comments.

8. Amendments to Course Proposal(s): (Appendix M)

8.1 Defms: International Human Resources Management – 15PFMC078 – postgraduate course to introduce shared teaching with undergraduate third year BSc International Management study students.

8.1.1 ACTION: FLTC happy to recommend approval to Faculty Board.

9. Change of Course Title Form:

9.1 FLTC considered the request to change postgraduate law course International Humanitarian Law – 15PLAH022 to ‘The Law of Armed Conflict’.

9.1.1 ACTION: FLTC approved change of title and recommend approval to Faculty Board.

10. Programme Title change:

10.1 Another request received after Agenda had gone out: Change of Programme Title:

10.1.1 New name: MA Globalisation and Multinational Corporations from

10.1.2 Old name: MA Globalisation and Corporate Development

10.1.3 ACTION: FLTC recommend approval of name change to Faculty Board.

11. NSS 2011 Key Findings: (Appendix O)

11.1 Dr Mandy Bentham was welcomed by the members of the FLTC to speak on the results received from the National Student Survey. The following points were noted:

11.2 Students were asked about feedback from staff with regards to their course work. The results came out low (with the exception that verbal feedback was good).
- It was noted that Politics got the highest score overall but fell in the same bracket with the other Departments with a low score for feedback turnaround.
- Discussion pursued as to what was considered as reasonable turnaround of coursework and it was decided that three weeks would be the expected time.
- Student rep Mr Charles Kavanagh-Brown said that the most effective way to create student satisfaction would be for clearer communication, as the cohort of students were mixed from foreign countries, some of the jargon used in the feedback was felt to be confusing.

11.3 RECOMMENDATION:

11.3.1 Recommendations made to improve feedback were as follows:
- One to one feedback
- Peer review with students
- Discussion of generic feedback at the start.
- Students need to understand the format of feedback process.

11.3.2 Dr Bentham reported that the School was looking at reviewing the whole assessment process by monitoring closely the submission and return of coursework, to find where the source of the problems lay eg whether in the communication to staff to collect the coursework or with the staff delaying the marking and returning coursework to students.

11.3.3 It was noted that general communication by email to staff and students also needed to improve. Clearer instructions on the processes would help staff and improve student learning experience. Reference was made to the instruction video circulated
to all staff with regards to using the new e-registers, which was seen to be very helpful, and therefore something along these lines would be good.

11.3.4 **ACTION:** ADLT recommended that these results and ideas be taken back to Departments for consideration and feedback to ADD.

11.3.5 ADLT thanked Dr Bentham and agreed that the School really had to address its weak points and improve the flow of information with governing and academic bodies.

11.3.6 ADLT also reported that next session 2012/13 the School would be undergoing an Institutional Review.

12. **Library Matters:**
12.1 FLTC noted Library update paper for October 2011 - circulated by email.

13. **Coursework Submission Form:**
14. **FLTC confirmed that the following items uploaded on BLE had been noted and approved - appendices P, Q, R, S, T and U.**

14.1 **Coursework Submission Form:**
14.1.1 **ACTION:** wm to liaise with ADD with regards to feedback on the new Coursework submission form.

15. **Annual Summary Report:** app. Q

16. **CeFims 2011 Regulations Programme specs:** app. R

17. **CeDep Suspension of Regulations:** app. S

18. **Cefims Suspension of Regulations:** app. T – It was noted that in future the reasons for suspension of regulations needed to be more detailed.

19. **School Enrolment Stats. 11-12** app.U

20. **Date of next meeting**
The next FLTC is scheduled for Thursday 24th November, 2011. Items for the Agenda should be with the Committee Secretary by Tuesday 15th November.